

Policy: 4661 Procedure: 4661.05

Chapter: Community Services

Rule: Emergency Safety Control at

Contractor Agency Facilities

Effective: 10/17/06

Dated: 06/28/06

Replaces: 4661.06

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) allows Human Services Contractor personnel to use physical restraint in compliance with state licensing authorities' guidelines to ensure the safety and welfare of juveniles and personnel.

Rules:

1. HUMAN SERVICES CONTRACTOR PERSONNEL shall:

- a. Maintain professional standards in all interactions with juveniles;
- b. Not participate in any physical or verbal abuse with juveniles at any time. Some specific examples of unacceptable behavior are as follows:
 - i. Hitting, slapping, or touching a juvenile on any part of his/her body;
 - ii. Using any object to hit, slap, or touch a juvenile on any part of his/her body;
 - iii. Teasing and/or name calling between personnel and personnel and juveniles.
- c. Use legal names when addressing other employees and juveniles;
- d. Use the techniques as stated in the contractor's behavior management guidelines;
- e. Engage in measured, progressive action(s) to assist an out-of-control juvenile to regain self-control/self-respect. Intervention steps shall include, but are not limited to:
 - i. Verbal warning;
 - ii. Counseling;
 - iii. Supervised brief time out;
 - iv. Life Space Interview;
 - v. Getting non-involved personnel to assist;
 - vi. Conflict resolution; and
 - vii. Mediation.
- f. In accordance with state licensing authorities use physical restraint or emergency safety action in the following instances:
 - i. Protection of a juvenile who is displaying self-injurious behavior;
 - ii. Administration of medical treatment in life threatening situations;
 - iii. Protection of employee from harm; and
 - iv. Protection of third party from harm.
- g. Use only crisis intervention techniques approved by the contractor's licensing authorities. These training sessions must be documented in the employee's training records. Restraints may only be applied by employees who have successfully completed crisis intervention training. Annually, **ALL EMPLOYEES** shall complete a minimum of four hour crisis intervention refresher;
- h. Immediately following use of physical restraint or emergency safety action, verbally notify ADJC as required in accordance with <u>4661.03</u> Contractor's Incident Report procedure. In addition, the following information is also required as part of the written report documentation:
 - i. Type of counseling or verbal redirection used;
 - ii. The type of restraint used;
 - iii. Description of the restraint;
 - iv. Length of restraint; and
 - v. Detail of the recovery.
- i. Within one hour of the physical restraint or emergency safety action ensure a debriefing takes place that includes the juvenile and the employees involved. This information shall be documented in the written report requested above;

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- j. Upon ADJC's request make the following documentation available that includes at a minimum:
 - i. A brief description of the incident;
 - ii. Name and title of individuals involved in the incident;
 - iii. Contributing factors to the incident;
 - iv. Personnel response;
 - v. Corrective actions taken;
 - vi. Copies of all related reports;
 - vii. Person responsible for any additional follow-up; and
 - viii. A listing of all personnel involved in the debriefing (name and title).

2. **COMMUNITY SERVICES PERSONNEL** shall:

- a. Review all reports of physical restraint or emergency safety actions to ensure compliance with contractor's licensing authority;
- b. Follow-up on the physical restraint or emergency safety actions as needed;
- c. If Community Services Division determines that abuse of a juvenile has occurred, **COMMUNITY SERVICES PERSONNEL** shall make a referral to the following ADJC personnel or agencies:
 - i. Child Protective Services (CPS) 1.888.767-2445 Abuse Hotline;
 - ii. Licensing Agency of contractor.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: